



Natural Resources Conservation Service
1201 NE Lloyd Blvd., Suite 900
Portland, OR 97232

February 12, 2008

OREGON BULLETIN NO. OR180-2008-1

SUBJECT: WEB-BASED HEL AND WETLAND DETERMINATION LEDGER

Purpose. To re issue guidance and usage of the web based HEL and Wetland Determination Ledger.

Expiration Date. September 30, 2009

Background: The Natural Resources Conservation Service (NRCS) has the responsibility to ensure compliance with the HELC/WC provisions as set forth in 180-V-NFSAM 4th edition. The web based HEL and Wetland Determination Ledger was developed to provide a standardized web based recording system and provide consistency in documenting HEL and Wetland determinations. It also provides a mechanism for Resource Soil Scientists and Program staff to tract and monitor HEL and Wetland requests and provide timely assistance to field offices.

Procedure: Starting in FY2007, field offices were required to record all HEL and Wetland determinations electronically. A hard copy of the ledger may be retained in the field office. To access the HEL and Wetland Determination Ledger for your county follow these instructions:

Go to the Oregon NRCS Home page <http://www.or.nrcs.usda.gov/>

On the right hand side of the web page, under Information For: click on "Oregon NRCS Employees"

Scroll down to Other/Misc. and click on "HEL Wetland Determinations"

Select the region that your county is in. Regions are based on the servicing RSS (see Below)

Klamath: (Jason Outlaw; RSS)

Jackson, Josephine, Douglas, Curry, Coos, Klamath, Harney, Lake counties

Tangent: (Theresa Kunch)

Tillamook, Columbia, Clatsop, Washington, Multnomah, Yamhill, Clackamas, Polk, Marion, Linn, Lane, Lincoln, Benton counties

LaGrande: (David Trochlell)

Hood River, Wasco, Sherman, Jefferson, Crook, Deschutes, Morrow, Gilliam, Umatilla, Wheeler, Grant, Wallowa, Union, Baker, Malheur counties.

Select the excel spread sheet for your county. The connection to the server may take a few seconds – please be patient.

Enter the data and SAVE when your finished.

NOTE: Make sure the dates recorded are accurate when tracking the CPA-038 and the HEL and/or wetland referrals.

Quality Assurance: District Conservationists (DCs) are to ensure all determination data for the fiscal year is updated monthly in the web based system. The Resource Soil Scientist (RSS) for each region will review field offices HEL and Wetland determination activities periodically to ensure assistance is provided to the field office in a timely manner.

The State office will compile all field offices HEL and Wetland determination data electronically by September 15th and prepare a final report to the State Conservationist by October 1.

Contact: If you have any questions regarding the new HEL and Wetland Determination Ledger or the use of the Website, please contact Todd Peplin, Farm Bill Specialist, at 541-923-4358 ext 131.

//signed//

BILL WHITE
Leader - Programs

cc via website:

<http://www.or.nrcs.usda.gov/intranet/bulletins/bulletins07-08.html>

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